We are happy to announce “P-Card Basics” training now available through the Center for University Learning. Please check out the website at http://tinyurl.com/kennesaw-pcb. Once you sign in to OwlTrain, it will then route you to “P-Card Basics”. This course has been designed with new cardholders in mind, but it also offers basic overview information useful for any P-Card cardholder, supervisor or business manager. Upcoming class dates next quarter:

October 21
November 18
December 2

Please note we are available to offer custom training sessions for any department as well.

Because of the holidays schedules, some of the upcoming due dates for submitting P-Card statements have different deadlines. Please see the following deadlines and plan accordingly:

- Oct due by 10/28/15, 5pm
- Nov due by 11/30/15, 5pm
- Dec - allocations due by 12/17/15 5pm
- Dec - statements due by 01/05/16 5pm

FY16 Works Procedure Changes Announced
All Business Managers are asked to schedule a short meeting with Pam Barnes for updates concerning their Departments

30 minute sessions available on Thursdays beginning 10/22/15.

P-Card Statement Tips

When submitting P-Card statements, please remember:

- Comments are required in Works system and should reflect the business purpose of the transaction, not allocation notes.
- All card numbers must be crossed out on all documentation.
- Be sure all receipts are either full page or taped well to an 8.5 x 11 sheet of paper to make “scan-ready”.
- Only use the Monthly Statement Detail Report.
- Include all packing slips with each purchase. If no packing slip, you must note the date of delivery on the purchase receipt and cardholder and supervisor must both sign.
- Cardholder and supervisor must also sign any "in-store" receipt (s).
- Take extra care to not exceed your Cycle Limit or Single Transaction Limit during the month.

The Top 5 P-Card Audit Violations

KSU has a wonderful P-Card community, and we know everyone wants the knowledge to properly conduct university business with their P-Card. We are making attempts to offer more training and look forward to a wonderful FY16 with all of you!

During our internal audits, we find the most common errors listed below:

- Late Statements
- Missing Receipts
- Missing Packing Slips
- Not Obtaining Special Approvals
- Exceeding Single Transaction Limits

Please review this list and offer any suggestions to help everyone avoid these types of violations.

Please let us know if you have any questions or concerns.

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